

Events Management Requirements Documentation

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Introduction

This document outlines the requirements for a new app that will help management professionals in the events industry gain business by allowing consumers to get quotations based on their bespoke requirements. The app will be user-friendly and easy to navigate, and it will provide management professionals with a way to reach a wider range of potential customers.

Meeting with Stakeholders

To gather information for this document, I met with the following stakeholders:

Management professionals in the events industry: I met with a group of management professionals in the events industry to discuss their needs and requirements for the app. They wanted an app that would make it easy for them to generate and send quotations to potential customers. They also wanted an app that would help them to track their leads and manage their pipeline.

Consumers: I met with a group of consumers to discuss their needs and requirements for the app. They wanted an app that would make it easy for them to get quotations from multiple management professionals in the events industry for their bespoke requirements. They also wanted an app that would allow them to read reviews of management professionals and compare prices.

Meeting Minutes

Date: 2023-09-23

Time: 11:00am - 12:00pm

Location: Conference Room A

Attendees

Management professionals in the events industry

Consumers

App developer

Meeting Agenda

Introductions (5 minutes)

Review of meeting goals (5 minutes)

Discussion of needs and requirements for the app (45 minutes)

Q&A (15 minutes)

Next steps (5 minutes)

Meeting Summary

The meeting began with introductions and a review of the meeting goals. The group then discussed their needs and requirements for the app. Here is a summary of the key points that were discussed:

The app should be user-friendly and easy to navigate for both management professionals in the events industry and consumers.

Consumers should be able to submit bespoke quotation requests, including detailed information about their requirements.

Consumers should be able to get quotations from multiple management professionals in the events industry for their bespoke requirements.

Management professionals in the events industry should be able to create profiles that include information about their services, experience, and reviews.

Management professionals in the events industry should be able to track their leads and manage their pipeline through the app.

The group also discussed a number of other features that would be desirable for the app, such as:

The ability to read reviews of management professionals in the events industry.

The ability to compare prices of services.

The ability to schedule appointments with management professionals in the events industry.

List of Requirements – Worded

Based on my meetings with the stakeholders, I have produced a rough list of requirements for the app:

User-friendly interface: The app should be easy to use for both management professionals in the events industry and consumers.

Bespoke quotation requests: Consumers should be able to submit bespoke quotation requests, including detailed information about their requirements.

Multiple quotations: Consumers should be able to get quotations from multiple management professionals in the events industry for their bespoke requirements.

Management professional profiles: Management professionals in the events industry should be able to create profiles that include information about their services, experience, and reviews.

Lead management: Management professionals in the events industry should be able to track their leads and manage their pipeline through the app.

User Stories and Acceptance Criteria

User Story 1: As a consumer, I want to be able to submit a bespoke quotation request for an event, so that I can get quotes from multiple event professionals.

Acceptance Criteria:

The user must be able to enter the following information about their event:

- Date and time of the event
- Location of the event
- Type of event
- Number of guests
- Budget

Any other relevant requirements

The user must be able to submit their quotation request to multiple event professionals at the same time.

The user must receive notifications when they receive quotes from event professionals.

User Story 2: As an event professional, I want to be able to receive and manage quotation requests from consumers, so that I can generate and send quotes to potential customers.

Acceptance Criteria:

- The event professional must receive notifications when they receive a new quotation request from a consumer.
- The event professional must be able to view the details of each quotation request, including the consumer's requirements and budget.
- The event professional must be able to generate and send quotes to consumers directly from the app.
- The event professional must be able to track the status of each quotation request.

User Story 3: As a consumer, I want to be able to compare quotes from multiple event professionals, so that I can choose the best quote for my event.

Acceptance Criteria:

- The consumer must be able to view a list of all the quotes they have received for their event.
- The consumer must be able to compare quotes based on price, services offered, and reviews of the event professionals.
- The consumer must be able to contact event professionals directly from the app to ask questions or to schedule a meeting.

User Story 4: As an event professional, I want to be able to create and manage my profile on the app, so that consumers can learn more about me and my services.

Acceptance Criteria:

- The event professional must be able to create a profile that includes information about their services, experience, and reviews.
- The event professional must be able to upload photos and videos to their profile.
- The event professional must be able to manage their profile settings, such as their availability and rates.

User Story 5: As a consumer, I want to be able to read reviews of event professionals before I choose a quote, so that I can be confident that I am hiring a qualified and reliable professional.

Acceptance Criteria:

- Consumers must be able to read reviews of event professionals directly from the app.
- Consumers must be able to filter reviews by event type, location, and date.
- Consumers must be able to leave their own reviews of event professionals after they have completed their event.

User Story 6: As an event professional, I want to be able to receive notifications when I receive a new review, so that I can respond to feedback and address any concerns.

Acceptance Criteria:

- Event professionals must receive notifications when they receive a new review.
- Event professionals must be able to view and respond to reviews directly from the app.
- Event professionals must be able to flag reviews that they believe are inappropriate or inaccurate.

User Story 7: As a consumer, I want to be able to schedule appointments with event professionals directly from the app, so that I can discuss my event requirements in more detail.

Acceptance Criteria:

- Consumers must be able to view the availability of event professionals directly from the app.
- Consumers must be able to send appointment requests to event professionals directly from the app.
- Event professionals must receive notifications when they receive an appointment request.
- Event professionals must be able to accept or decline appointment requests directly from the app.